



STATE OF OREGON

# POSITION DESCRIPTION



**Agency:** Oregon Parks and Recreation Department

**Region:** Coastal

**Management Unit / Division:** Nehalem Bay/Field

**Position Description Status:**  New  Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

## SECTION 1. POSITION INFORMATION

**Employee Name** \_\_\_\_\_

**Position Number:** \_\_\_\_\_

**Supervisor Name** Ben Cox \_\_\_\_\_

**Agency Number:** 63400

**Effective Date** \_\_\_\_\_

**Position Revised Date:** February 28, 2023

**Classification Title** Park Ranger Assistant \_\_\_\_\_

**Classification Number** C8433 \_\_\_\_\_

**Working Title** Park Ranger Assistant \_\_\_\_\_

**Work Location (Park)** Nehalem Bay Management Unit \_\_\_\_\_

**POSITION**

Permanent

Full-time

Limited Duration

Academic Year

Seasonal

Part-time

Intermittent

Job Share

**FLSA**

Exempt

Non-Exempt

**IF EXEMPT**

Executive

Professional

Administrative

**ELIGIBLE FOR OVERTIME**

Yes

No

## SECTION 2. PROGRAM AND POSITION INFORMATION

**a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

Oregon Parks and Recreation Department (OPRD) fulfills its mission to "Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations" by operating a system of State Parks, Recreation Sites, Historic and Natural Areas; by managing special programs including Scenic Waterways, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of "Taking the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding". OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency's current approved budget information can be found at [www.oregon.gov/oprd](http://www.oregon.gov/oprd) under Budget & Facts.

Nehalem Bay Management Unit totals 10,013 acres in Tillamook and Clatsop Counties. There are 360 campsites and 566 picnic units which receive approximately 2,900,000 day-visits and 150,000 camper nights annually. The annual revenue from the unit is approximately \$1.7 million. The biennial maintenance and operation budget is approximately \$3.29 million. There are 11 full-time and 17 seasonal positions. Approximately 17,000 volunteer hours (14.5 FTE) are donated each year.

**b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...**

assist year-round State Park staff in the protection, maintenance, operation and repair of state park lands, natural and cultural resources, structures, facilities, equipment and systems. Park Ranger Assistants typically perform basic tasks in a single area of park operations (e.g.: janitorial work, landscape maintenance, interpretation or visitor services), although some positions will require performing tasks in a variety of areas. Some work may require the most elementary skills in building trades, including carpentry, electrical, plumbing, painting and landscape maintenance. In addition, specialized skills in basic park maintenance and operations may be required. Park Ranger Assistants, on a task specific basis, may guide the work of individuals or teams composed of volunteers, seasonal, and/or temporary state park employees.

### SECTION 3. POSITION DUTIES

List position's major duties, stating percentage of time of each duty.

**N** New  
**R** Revised  
**NC** No Change  
**E** Essential Functions  
**NE** Non-Essential Functions

% OF TIME	DUTIES		DESCRIPTION
	N / R / NC	E / NE	
15%	R	E	<p><b>Landscape Maintenance</b></p> <ul style="list-style-type: none"> <li>Plant trees, shrubs, perennials, annuals;</li> <li>Mow lawns and fields with large and small riding and power mowers, trim turf edges with hand or power tools;</li> <li>Irrigate lawns, trees, shrubs, perennials, annuals with hoses, sprinklers, turf valves or automatic systems;</li> <li>Prune trees, shrubs, perennials, annuals and rough brush with hand and power tools;</li> <li>Manually apply fertilizers and pesticides under direct supervision;</li> </ul>
25%	R	NE	<p><b>Custodial Maintenance</b></p> <ul style="list-style-type: none"> <li>Clean rest rooms, showers, bathhouses, observation buildings, maintenance shops and interpretive centers by sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures;</li> <li>Fill paper product dispensers;</li> <li>Collect, separate and properly dispose of garbage and recyclable materials;</li> <li>Clean fireplaces, tables, footpaths, parking areas, wastewater disposals, signs, drinking fountains and other small fixtures;</li> </ul>
10%	R	E	<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>Assist in the construction, maintenance and restoration of hiking trails, footpaths, footbridges, parking areas and curbs;</li> <li>Assist in painting buildings and other structures using brushes, rollers and spray equipment, properly clean tools and dispose of cleaning solutions;</li> <li>Assist in the maintenance and repair of park utilities, including water, sewer and electric systems;</li> <li>Assist in the maintenance and repair of building plumbing, including: unclogging toilets and sinks, changing faucet washers, stopping pipe leaks;</li> <li>Assist in the maintenance, repair or construction of building structural elements, including walls, floors, ceilings, partitions and roofs using use hand and power carpentry tools as directed;</li> <li>Record traffic counter and water and sewer meter readings;</li> </ul>
15%	R	E	<p><b>Visitor Services</b></p> <ul style="list-style-type: none"> <li>Process computerized campsite reservations;</li> <li>Register overnight campers by computer or self-registration systems and prepare related reports;</li> <li>Accept payment for camping, day-use parking and miscellaneous sales items</li> </ul>

(firewood, ice, etc.) by cash, check or credit card; make change and issue receipts; prepare end-of-shift reports and reconcile cash to receipts; prepare and make bank cash drops;

- Seek voluntary visitor compliance with park area rules and regulations;
- Provide information about local attractions and Oregon Parks;
- Assist during visitor related emergencies and prepare related reports.

25%

N

E

**Resource Interpretation**

- Assist in assembling materials and resources for the development of interpretive presentations;
- Present evening campground presentations, lead hikes and walk & talk presentations, give Junior Ranger presentations, rocky shores interpretive presentations, lighthouse and historic building tours;

10%

N

E

**Other Duties**

- Attend and participate in crew and safety meetings and training classes;
- Clean and properly store equipment, tools, and vehicles after use;
- Maintain vehicles, work sites, maintenance shops, yards and storage areas in clean, safe condition;
- Assist in patrolling park areas by checking for misuse, undesirable activities, hazardous situations and reporting findings to park rangers or management.
- Attend and participate in crew and safety meetings and training classes;
- Clean and properly store equipment, tools, and vehicles after use;

100%

**SECTION 4. PROGRAM AND POSITION INFORMATION**

***Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.***

Work is performed in, on and around buildings, facilities and grounds, inside and outside in all weather conditions. Occasionally works in office operating computers and other office equipment; requires adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations; walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles; works in stairwells and on ladders, scaffolds, and on rooftops. Reaches above shoulder level and occasionally works on hands and knees. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls in regular performance of duties; drives a variety of motorized vehicles. Maneuvers, manipulates, and operates hand and powered tools and heavy equipment. May sit or stand for long periods of time. May lift and move up to 50 pounds on a regular basis and up to 100 pounds or more with assistance. Employee may work in congested work areas, confined spaces and remote locations. Frequently interacts with the public. Occasionally works alone, within phone or radio communication; may work irregular shifts (split, evenings, weekends, and holidays) and overtime; travels overnight to other parks, headquarters, or other agency facilities for training and meetings. Employee may be exposed to environmental and chemical hazards, allergens, and odors standard to area of assignment, such as high noise, chemicals, and fumes requiring safety controls. Cleans up and disposes of human-generated waste, animal waste and carcasses, and; may be exposed to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Employee must be able to perform duties of position with or without reasonable accommodation.

**SECTION 5. GUIDELINES**

***a. List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.***

Oregon Revised Statutes, Oregon Administrative Rules, Oregon Public Employees Union contract, OPRD Policy and Procedure Manual, Enforcement Manual, Pesticide Manual, Visitor Services Manual, park master plans, Maintenance Handbook, Uniform Building Codes, OLCC, L.C.D.C. goals, Affirmative Action and EEO rules and guidelines,

Hazardous Materials Manual, State Workers Compensation rules, ODOT Highway Construction Standards, Department of Administrative Services policies, rules and guidelines, Bureau of Labor laws and regulations, Oregon Occupational Health and Safety Act rules and regulations and local land use plans.

**b. How are these guidelines used?**

These guidelines form the basis for interacting with employees, the public and with other government agencies; for dealing legally and effectively with situations which arise in the management of park properties. They are used to determine the priorities and procedures needed to accomplish management unit activities and objectives. They describe the relationship of field operations to other divisions and programs within OPRD.

**SECTION 6. WORK CONTACTS**

**Excluding co-workers**, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Other OPRD Staff and Volunteers	In person, by mail, email or telephone	Give and receive information, seek guidance, coordinate work.	Daily
Law enforcement representatives	In person, by mail, email or telephone	Assist or receive assistance in enforcing Park Area Rules.	As needed
Park Visitors	In person, by mail, email or telephone	Give information or assistance in enforcing Park Area Rules.	Daily
Merchants and contractors	In person, by mail, email or telephone	Obtain materials	As needed

**SECTION 7. POSITION-RELATED DECISION MAKING**

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

The person in this position is given authority for a high degree of initiative and decision making by the park manager, park district or region manager. Decisions made to carry out assigned tasks are based on training, job knowledge, interpretation of written policies and guidelines and extensive experience; Decisions are made relating to the scheduling, actual procedures, equipment and people used to complete assignments. Determines conformance of work by others to given standards. These decisions result in the overall quality of the maintenance and safety of park property and visitor satisfaction, knowledge and skills passed to co-workers, cost effective productivity and providing the public with well-maintained, safe park facilities and well-executed programs.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Park Manager 3	4721041	In person and by written evaluation.	Annually or at the completion of assignment.	The work is reviewed for context, quantity, quality and

conformance to department policy, procedures and success in achieving Management Unit goals and objectives.

## SECTION 9. OVERSIGHT FUNCTIONS

a. *How many employees are directly supervised by this position?* None

*How many employees are supervised through a subordinate supervisor?* None

b. *Which of the following activities does this position do?*

- |  |   |
|--|---|
| <input type="checkbox"/> Plans work              | <input type="checkbox"/> Coordinates schedules                      |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                       |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                          |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations    |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** *Based on position requirements, include the appropriate special requirements below (delete any **NOT** required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

### SPECIAL REQUIREMENTS – FIELD POSITIONS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards
- possess a valid driver's license at time of hire and throughout employment
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies
- obtain and maintain one or more of the following after appointment, as applicable or required to perform duties of the position:
  - First Aid/CPR Certification
  - Enforcement Officer Status
  - Pesticide Applicators License
  - Water Treatment and Distribution Certification

**The person in this position must have:**

- Skill in making oral presentations from written reports, proposals and summaries.
- Skill in "Verbal Judo" or similar tactical communications method.
- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or groups in accomplishing different and varied tasks to achieve unit, district or region goals.
- Skill in planning and organizing equipment, materials and staff to accomplish work.
- Skill in administering contractual agreements to ensure that products and services are delivered as specified.

- Skill in prioritizing dissimilar tasks to accomplish unit, district or region goals.
- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in mentoring, coaching and training employees in park maintenance, operation and/or interpretive skills.

**In addition, some or all of the following skills may be required for specific positions:**

Visitor Safety

- Skill in park rule enforcement as demonstrated by successful completion of OPRD Visitor Safety Academy, in-service and recertification trainings.
- Skill in teaching Quality customer service techniques to employees.
- Skill in preparation of emergency and haz-mat response plans and coordination with local emergency services providers.
- Skill in overseeing all aspects of park visitor and employee safety programs.

Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape, building, facility and utility system maintenance.
- Skill in teaching basic plumbing, carpentry, painting, grounds keeping tasks to employees.
- Skill in teaching employees how to diagnose maintenance and operation problems, breakdowns and disruptions; and how to initiate and carry out solutions.
- Skill in prioritizing maintenance tasks to accomplish unit, district and region goals.

Resource Conservation

- Skill in practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Skill in practices relating to conservation, preservation and protection of significant natural or scenic resources.
- Skill in analyzing, prioritizing and planning resource conservation tasks to accomplish district or region goals.
- Skill in teaching resource conservation, preservation and protection techniques to employees.

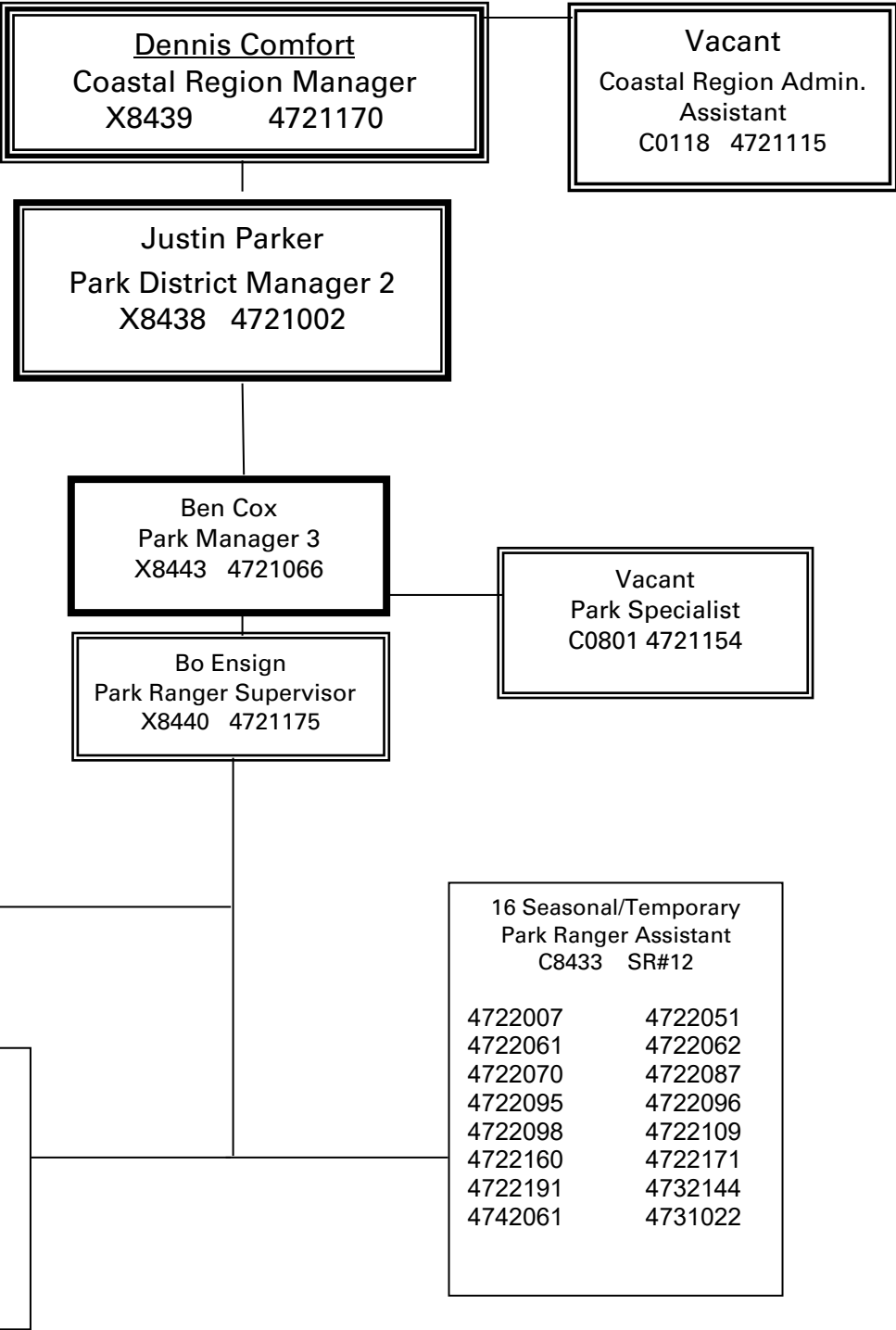
**BUDGET AUTHORITY:** *If position has authority to commit agency operating money, provide the following:*

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	
	\$	
	\$	
	\$	

**SECTION 11. ORGANIZATIONAL CHART**



**NEHALEM BAY  
MANAGEMENT  
UNIT**



**SECTION 12. SIGNATURES**

Employee Signature	Date	Supervisor Signature	Date
Appointing Authority Signature	Date		

